

How to Complete the WASFA

Washington Application for State Financial Aid



Overview

The following instructions will aid you in successfully completing the WASFA.

New users completing the WASFA questionnaire for the first time will automatically be redirected to the Need Access webpage to start the registration process. Begin with Step 1.

Returning users wanting to create a new application, or to make corrections to an existing application, please skip Step 1 and begin with Step 1a.

Step 1: Registration

To begin, create an account by following the prompts on the screen shown to the right.



Need Access Application

[Help](#)

Registration

* = Required field

Account Info

Register for Need Access in the name of the person that will complete the application. This may not always be the student.

Your First Name: *

Your Last Name: *

Your E-mail: *

Select User ID: *

Your user ID must be at least 6 and less than 20 characters.

Select Password: *

Confirm Password: *

Passwords must be at least 8 characters made up of a mixture of letters and numbers.
Your password cannot contain your name or user ID and is case sensitive.

Additional Security

1. Choose a unique Security Image and enter a Security Phrase.

We value your security. And as such, below, you will be asked to select Security Phrase and Security Image. The phrase and image will automatically appear each time you come to our site to log in to assure you that you're at the NeedAccess.Org Web site. **If the phrase and image do not appear, you are not on our site** and should not login and enter any personal information.

Security Image: *

[Select an image](#)

Security Phrase (Key): *

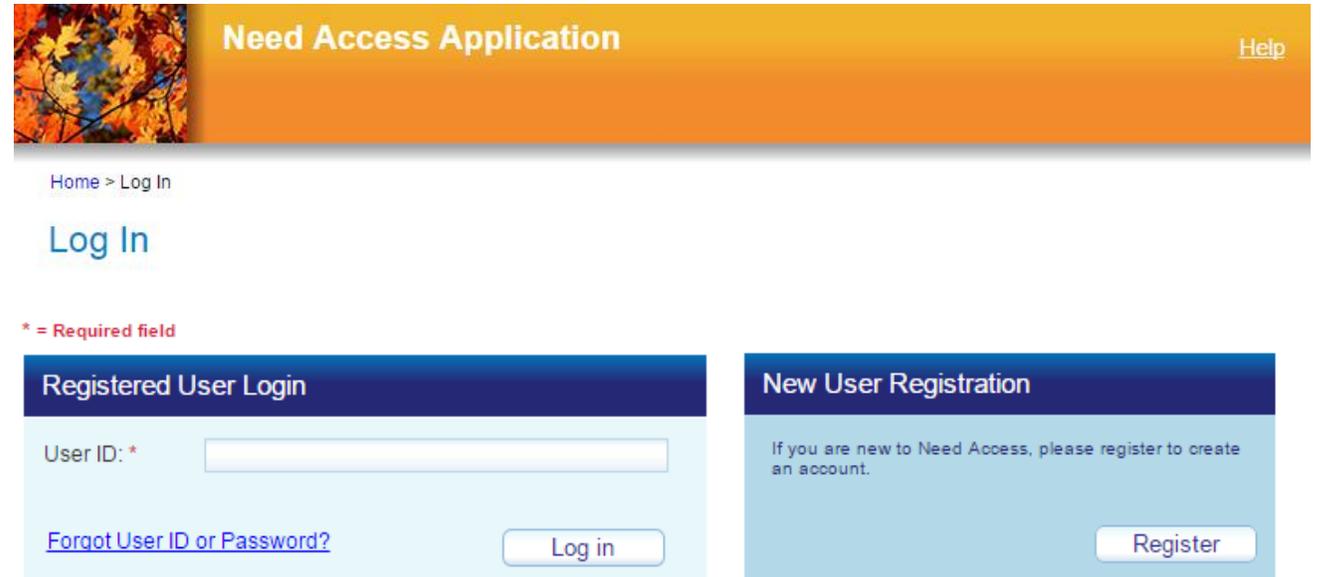
(20 character maximum)

2. Choose 3 questions and provide answers for each.

To help us identify you in case you forget your user ID or password, choose three questions and provide answers for those questions. In an effort to keep your account secured, we may prompt you to answer one of these questions if you come back to our site from a different computer.

Step 1a: Log In

Upon clicking the “login” button from the WASFA homepage, you will be redirected to the Need Access webpage and required to enter your User ID.



The screenshot shows the 'Need Access Application' webpage. At the top, there is a navigation bar with a 'Home > Log In' breadcrumb, a 'Log In' link, and a 'Help' link. Below the navigation bar, there is a red asterisk indicating a required field. The page is divided into two main sections: 'Registered User Login' and 'New User Registration'. The 'Registered User Login' section contains a text input field for 'User ID: *', a 'Forgot User ID or Password?' link, and a 'Log in' button. The 'New User Registration' section contains a message: 'If you are new to Need Access, please register to create an account.' and a 'Register' button.

Home > Log In

Log In

Help

* = Required field

Registered User Login

User ID: *

[Forgot User ID or Password?](#)

New User Registration

If you are new to Need Access, please register to create an account.

Step 1b: New Application

Once logged in, you may begin a new application for the 2015-16 academic school year by clicking on the **“Start”** button.

Note: You may also edit an existing application from this page.

My Applications My Profile

Be sure to complete each of the forms required before submitting your Need Access application. Incomplete or missing information could delay your application or mean missing out on receiving school-based financial aid.

Submitting Your Application
When all of the sections are 100% complete, click "Submit Application" to submit your application for processing. If payment is required, you will be transferred to PayPal to make your payment.

Note: Payment is required only once per academic year. You can resubmit your application as many times as you need to, for no additional cost.

Student

Student Name: [Begin an application for another student](#)

Application	Status
2015-2016	Not Started Start

- 2014-2015 [Print Application](#) Unsubmitted

Step 1: Identify Applicant	<div style="width: 100%; height: 10px; background-color: orange;"></div> 100%
Step 2: School Selection	<div style="width: 100%; height: 10px; background-color: orange;"></div> 100%
Step 3: Student Information	<div style="width: 100%; height: 10px; background-color: orange;"></div> 100%
Step 4: Student Form (Locked by you: Unlock & erase form)	<div style="width: 100%; height: 10px; background-color: orange;"></div> 100%
Step 5: Parent Form	<div style="width: 0%; height: 10px; background-color: orange;"></div> 0%
Step 6: Non-Custodial Parent Form	<div style="width: 0%; height: 10px; background-color: orange;"></div> 0%

- School Last Submit Date

Payment Information

There is no payment required to submit your application.

Submit Application

Step 2: School Selection

On the "School Selection" screen, you will first select your anticipated class year (freshman, sophomore, etc.) for 2015-16 from the dropdown menu at the top.

School Selection

Please select the student's program year for the period during which you are applying for financial aid. Next, select the school(s) you wish to receive this Need Access application information by clicking to highlight schools in the left hand column, and then clicking the "Add" button to add to the right hand column. To remove schools, click to highlight schools in the right hand column, then click the "Remove" button. If you change your school selection, please be aware that this may impact the number of forms and the questions you are required to complete.

For your security, you will be automatically logged out after 30 minutes of inactivity.

* = Required field

Student

Student Name: Academic Year:

Year in School in the program for which you are completing a Need Access Application * ?

School Name: [Clear Search Results](#)

To filter this list, begin typing your school's name, and then click the "Find" button.

Note: "1st year undergraduate" = college freshman, and so on.

DO NOT select any options listed as "graduate/professional." Graduate/professional students are not eligible for the State Need Grant.

Step 2: School Selection

Next, enter "WASFA" in the school name field and click on "**Find.**" Select your desired school from those listed with the prefix "WASFA." Then click the "**Add**" button to add to the list of "My Schools." You may add as many schools as you like.

School Selection

Please select the student's program year for the period during which you are applying for financial aid. Next, select the school(s) you wish to receive this Need Access application information by clicking to highlight schools in the left hand column, and then clicking the "Add" button to add to the right hand column. To remove schools, click to highlight schools in the right hand column, then click the "Remove" button. If you change your school selection, please be aware that this may impact the number of forms and the questions you are required to complete.

For your security, you will be automatically logged out after 30 minutes of inactivity.

* = Required field

Student

Student Name: _____ Academic Year: _____

Year in School in the program for which you are completing a Need Access Application ?

School Name: [Clear Search Results](#)

To filter this list, begin typing your school's name, and then click the "Find" button.

All Schools	My Schools *
WASFA - Antioch University	
WASFA - Bastyr University	
WASFA - Bates Technical College	
WASFA - Bellevue College	
WASFA - Bellingham Technical College	
WASFA - Big Bend Community College	
WASFA - Cascadia Community College	
WASFA - Central Washington University	
WASFA - Centralia College	
WASFA - Clark College	
WASFA - Clover Park Technical College	
WASFA - Columbia Basin College	
WASFA - Cornish College of the Arts	
WASFA - Digipen Institute of Technology	
WASFA - Divers Institute of Technology	
WASFA - Eastern Washington University	
WASFA - Edmonds Community College	
WASFA - Everest College - Renton	
WASFA - Everett Community College	
WASFA - Gene Juarez Academy	
WASFA - Glen Dow Academy	
WASFA - Gonzaga University	
WASFA - Grays Harbor College	

Step 3: Student Information

On the next screen,
select “**Other**” for
“Student Citizenship.”

Student Information

Please complete the fields below by providing information about the student.

For your security, you will be automatically logged out after 30 minutes of inactivity.

* = Required field

Student

Student Name: _____ Academic Year: _____

Student Information

Student's Marital Status: * <Select One> ▼

Student's Citizenship: * Other ▼ ?

Marital Status of Student's Legal Parents: * <Select One> ▼ ?

Dependents other than a Spouse: * <Select One> ▼ ?

Total number of people that the student (and spouse) will financially support, and who will live with them Include the student (and spouse) * 1 ▼ ?

Do not include parents, siblings or other household members unless you are supporting them financially.

Save & Exit Cancel Save & Go Back Save & Continue

Step 4: Annual Income & Expenses

On **both** the student and parent **“Annual Income and Expenses”** page, you may enter **0 (zero)** for any questions that do not apply or that you are unsure about.

Student Form - Annual Income and Expenses

If you need more explanation for any of the questions below, please click the “?” help icon for more details.

Your browser's back button is disabled during this part of the application.

For your security, you will be automatically logged out after 30 minutes of inactivity.

* = Required field

Save & Go Back

Save & Continue

Student's (and Spouse's) Annual Income and Expenses -

Source of Following U.S. Tax Figures(Ref. 3a): *	?	<Select One>
Number of Exemptions -	?	<input type="text"/>
Adjusted Gross Income -	?	<input type="text"/>
Itemized Deductions -	?	<input type="text"/>
U.S. Income Tax Paid -	?	<input type="text"/>
Student's Income from Work(Ref. 3f): *	?	<input type="text"/>
Interest Income -	?	<input type="text"/>
Dividend Income -	?	<input type="text"/>
Other Taxable Income -	?	<input type="text"/>
Earned Income Credit -	?	<input type="text"/>
Social Security Benefits -	?	<input type="text"/>
AFDC/TANF -	?	<input type="text"/>
Child Support Received -	?	<input type="text"/>
Other Untaxed Income/Benefits -	?	<input type="text"/>
Medical/Dental Expense -	?	<input type="text"/>
Elementary/Jr/High School Tuition -	?	<input type="text"/>
Child Support Paid -	?	<input type="text"/>
Education Credits Received -	?	<input type="text"/>
Taxable Income Exclusion -	?	<input type="text"/>

Save & Exit

Cancel

Save & Go Back

Save & Continue

Step 5: Additional School Specific Questions

On this page, click on or hover over each  to view the entire question.

Please note: You only have to meet **one** of the residency options listed:

Option A – Have graduated or will graduate from high school

Option B – Have obtained or will obtain a GED

Student Form - Additional School Specific Questions

If you need more explanation for any of the questions below, please click the "?" help icon for more details.

Your browser's back button is disabled during this part of the application.

For your security, you will be automatically logged out after 30 minutes of inactivity.

* = Required field

Save & Go Back Save & Continue

High School Name(Ref. CST325): *		<input type="text"/>
High School City(Ref. CST326): *		<input type="text"/>
High School State(Ref. CST327): *		Washington ▼
Washington Residency Certification – Option A WA High School Graduate)(Ref. CST328): *		Yes, I meet conditions ▼
Washington Residency Certification – Option B High School Equivalent)(Ref. CST329): *		No, I don't meet conditions ▼
Certification Regarding Permanent Residency Application and Related Responsibilities(Ref. CST330): *		Yes, I certify ▼
Student Certification and Electronic Signature(Ref. CST331): *		<input type="text"/>
Place (City and State) Where Electronic Signature Was Completed(Ref. CST332): *		<input type="text"/>
Date Electronic Signature Was Completed(Ref. CST333): *		<input type="text"/> MM/DD/YYYY

Save & Exit Cancel

Save & Go Back Save & Continue

Step 6: Payment Instructions

Upon completion, the payment section should read \$0.00 and look like the screen shown to the right.

Payment Instructions

Need Access application fee: **\$0.00**. This fee does not include any optional items you may have chosen. Fees are based on school selection and are payable using PayPal. You will be transferred to the PayPal website to review your total payment amount and to submit your payment. You do not need a PayPal account to use this service.

Once we receive confirmation that your payment was successful, your Need Access application will be submitted for processing, and you will receive a confirmation e-mail. Processing cannot be halted or canceled, and no refunds will be available.

Payment is required just once per application year; you can make changes to your application later and resubmit it at no additional charge.

If you require
technical assistance,
please call or email:

800-282-1550

needaccess@accessgroup.org

Monday-Friday

6am-2pm PST